

# Wayside Exhibit Work Process

November 2002

Phase 1 - Proposal											
Associate Manager		Initial Meeting		Start-Up Meeting		Planner		Planner & Designer (or contractor + COTR)		Planner	
•Identifies Project		*Associate Mgr Senior Planner Senior Designer Production Mgr		*Planner Designer		•Contacts the park •Schedules site visit •Writes confirming memo		•Reviews site notes with designer and drafts Proposal/Project Agreement		Proposal Review	
		•Develop “class C” cost estimate •Outline rough schedule •Enter project on master priority list •Assign project to planner and designer		•Review schedule and discuss project						Associate Mgr Senior Planner Senior Designer *Planner Designer	
										Planner	
										•Sends proposal to park for review •Receives park comments	
										Planner & Designer	
										•Review comments and discuss with Park	
										Planner	
										•Finalizes the proposal •Obtains park approval (signature of Superintendent)	
Phase 2 - Concept											
Planner		Thumbnail Meeting (all projects)		Planner		Concept Review Meeting		Planner & Designer		Division Chief	
•Acquires concept graphics •Drafts Text		A. In-house *Planner Designer Senior Planner Senior Designer		•Acquires illustration references •Acquires map references •Assembles concept plan for in-house review •Sr Planner reviews text during concept development		Associate Manager Sr Planner Sr Designer Sr Prod. Supervisor		•Revise the concept for Park review		•Review and approval with signature on memo to Superintendent	
Designer		B. with Park Staff *Planner Designer Senior Planner Senior Designer				Develop a Class B Estimate and update the Project Agreement					
•Develops thumbnail roughs				Designer							
Technical Assist				•Develops concept layouts •Develops map compilations •Develops or acquires rough illustrations •Sr Designer reviews layouts during concept development							
Senior Planner Senior Designer Production Mgr Program Mgr										Planner	
• review packages before submitting them to the contractor										•Provides copies for park review •Receives park comments	
										Technical Assist	
										Associate Mgr Senior Planner Senior Designer Program Mgr	
										• review text and layouts and return to contractor with comments	
										Planner & Designer	
										•Review comments and discuss with park •Produce revised concept for park	
										Planner	
										•Obtains park approval of Concept Plan and revised Project Agreement (signature of Superintendent)	
										Pre-Production Meeting	
										*Planner Designer Prod. Manager	
										•Review Project Agreement and Concept Plan	
										Planner	
										•Acquires actual graphics •Initiates base order form •Obtains park approval of art and maps	
										Designer	
										•Contracts for illustrations •Contracts for or produces maps	
										Production Manager	
										•Orders bases	
Phase 3 - Production											
Production Meeting		Designer		Full-Size Review (all projects)		Designer		Prod. Manager		Contractor	
*Planner Designer Prod. Manager		•Develop Production Files •Print full-size review copies		A. Office Meeting All present in office attend		•Makes changes to files •Saves backup of files •Makes prod. notes •Provides Comp. Production Package to Planner including: -full-size copies with 3 signatures -5 sets of scaled prod. notes (1 for Green binder, 3 for Prod. COTR, 1 for Planner)		•Reviews prod. notes •Sends Comp. Production Package to Contractor		•Provides blueline and color keys or Digital panel proofs with the Production Package for review	
•Reviews project and schedule				B. Signatures Senior Planner Senior Designer Planner		-digital file -reproducible graphics -Provides 1 set of 11x17 unannotated “courtesy” copies for the Park				Blueline Review	
				•Signatures required with changes noted •Layouts must be in compliance with the Typographic and Editorial Style Guide						Senior Planner Senior Designer Prod. Manager Project Team	
										•3 Signatures	
										Color Key Review	
										Prod. Manager Designer	
										Digital Review	
										2 Planners Designer Prod. Manager	
										Prod. Manager	
										•Returns blueline, color keys, and Production Package with comments to fabricator	
										Contractor	
										•Image Panels	
										Prod. Manager	
										•Inspects fiberglass panels at production Contractor’s shop •Inspects porcelain and electrostatic panels at HFC	
										Prod. Manager	
										•Signs off on Purchase Order	
										Rehab Manager	
										•Arranges shipping •Prepares close-out package •Returns Comprehensive Production Package elements for long term storage and rehab •Archives digital files •Sends Installation Kit	
*Initiates Meeting											